

# **Interagency Committee of State Employed Women**



## **2003-2004 Business Plan**

**September 30, 2003**



September 30, 2003

The Honorable Gary Locke  
Governor of Washington  
Legislative Building  
PO Box 40002  
Olympia WA 98504-0002

Dear Governor Locke:

It is my pleasure to submit the 2003-2004 Business Plan on behalf of the Interagency Committee of State Employed Women (ICSEW).

We look forward to an exciting year ahead as we move toward the goal of becoming more politically proactive. Towards this goal, we ask for your assistance in identifying political issues that you feel important and which you believe the ICSEW can have influence over. In addition to a number of activities described in the Business Plan, a big effort for 2003-2004 is the ICSEW Conference that will be held May 17-19, 2004 at the Quinault Beach Resort in Ocean Shores. Your continued support of the ICSEW and our conferences is appreciated.

Details on the overall committee goals and subcommittee goals are highlighted in the Business Plan. In addition, we have included the committee budget, member roster, and recently revised bylaws. Please feel free to contact me at the information provided below if you have any questions or comments regarding the Business Plan.

Sincerely,

Vicki M. Rummig, Chair  
Interagency Committee of State Employed Women  
Office of Financial Management Representative  
PO Box 43113  
Olympia, WA 98504-3113  
360 725-5268  
[Vicki.Rummig@ofm.wa.gov](mailto:Vicki.Rummig@ofm.wa.gov)

Enclosure

Cc: Diane Prigge, Boards & Commissions  
Carol Jolly, Executive Policy

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# **Background**

## ***History***

The Interagency Committee of State Employed Women has evolved through a number of advisory council names since 1963 when Governor Rosellini established the Washington State Commission on the Status of Women in response of President Kennedy's National Commission on the Status of Women. On October 19, 1970, Governor Evans established the Washington State Interagency Committee on the Status of Women. The first task of this 13-member committee was to evaluate the State's response to the recommendations in the 1963 Commission report and make further recommendations for change. When Governor Gardner reaffirmed his support for the Committee by signing an Executive Order on November 7, 1989, he gave a 90's focus to an effort that began in the 60's. The Committee's name was changed to the Interagency Committee of State Employed Women (ICSEW) and it was expanded to include institutions of higher education and the judicial system as members.

This committee has been involved on studying issues and advising Washington State governors on issues including: employment practices, labor laws, discrimination, comparable worth, family leave, dependent care, mentoring programs, and domestic violence. At the same time, the committee has provided education to state employed women on these issues as well as: career and life planning, health and wellness, self-defense, and professional and interpersonal skills. Information and education on issues to state employed women has been accomplished through the publication of the committee's newsletter, the InterAct, workshop opportunities, and state conferences. Conferences are targeted to be a biennial event, yet adjustments are made to align with budget constraints of the state.

In recent years the ICSEW has broadened its reach by providing community service in the form participating in drives to collect item such as clothing, school supplies, foster care needed items, and cell phones to support domestic violence efforts. The ICSEW has also hosted an annual Take our Daughters and Sons to work day from 1999 through 2003 in conjunction with the Ms. Foundation's national day.

## ***Purpose***

The purpose of the ICSEW is to enhance working conditions for state employed women. This is accomplished through advising the Governor on policies that affect state employed women and providing information and education to state employed women.

## ***The Committee***

The ICSEW has 49 members representing 47 of the state's 120 agencies. In addition, each agency has the option of allowing one alternate for each representative to participate in ICSEW events and activities. Alternates do not have voting privileges to ensure continuation of the "representative" status of the committee. The Executive Board includes Vicki Rummig of the Office of Financial Management, Chair; Joyce Norris of the Department of Transportation, Vice-Chair; Micheal Eastin of the Employment Security Department, Secretary and Lavenia Marles of the Department of Corrections, Treasurer, in addition to the sub-committee chairs.

## **Subcommittees**

- Communications – provides communication to state employed women by publishing the InterAct bi-monthly and coordination of the committee's website found at [icsew.wa.gov](http://icsew.wa.gov).
- Conference – is responsible for all aspects of planning the ICSEW conference.
- Education – provides education opportunities to state employed women through the organization of workshops and training classes.
- Health and Wellness – researches and provides information through the InterAct and workshops on health and wellness issues affecting state employed women.
- History – keeps archives of committee information and provides historical retrospectives to members and all state employed women through the InterAct.
- Membership – keep current membership information, organizes general membership meetings and explores ways to increase participation.
- Professional and Career Opportunities Committee (PCOC) – provides information through articles and pamphlets on professional development and researches issues affected employment opportunities and pay.

## **Committee Goals for 2003-2004**

In recent years the ICSEW has had a strong focus on education/training and community service. At the committee level, the number one goal for this business year is to become more politically proactive. Steps toward this goal include bringing a speaker into the general membership meeting to talk about the legislative process so that members can have a better understanding of the influence they, as individuals, and the committee as a whole can hold. The committee will also participate in a case study workshop that explores the direction of the current Human Resources Reform to develop a committee opinion for submittal to the Governor. Additionally, the Professional and Career Opportunities Committee has identified studying the Human Resources Reform process on an ongoing basis as a subcommittee goal for 2003-2004.

## **Communications**

Committee Chair: Lonnie Peterson (Department of Health)

Committee Members: Sheryl Gaskell (Department of Ecology), Elizabeth Shay (Department of Corrections), Jeralyn Faulhaber (Department of Retirement Systems), and Lee Anne Velez (Higher Education Coordinating Board).

The Communications Committee's goal is to 'improve and broaden communications to all state employed women and act as an information clearinghouse for state employed women'.

Communications are primarily through the ICSEW's newsletter, the InterAct, and website, <http://icsew.wa.gov/>. The committee is proactively working toward better and timelier management of website content by the addition of two web coordinators who will receive training and resources to maintain the website using Dreamweaver software.

The committee is also working to improve the InterAct publication by providing Writing Skills training to committee members as well as developing two series of articles; Spotlight Articles on each subcommittee and a Women Leaders in State Government Series.

## **Conference**

Committee Chair: Pat Delaney (Department of Labor and Industries)

Committee Members: Mary Briggs (Department of General Administration), Sandra Capellas (Employment Security Department), Micheal Eastin (Employment Security Department), Janice Flaherty (Attorney General's Office), Sheryl Gaskell (Department of Ecology), Gail Grate (Washington State Gambling Commission), Joanne McDaniel (Department of Labor and Industries), Becky Moore (Human Rights Commission), Joyce Norris (Department of Transportation), Terri Parker (Secretary of State's Office), Debbie Ralph (Human Rights Commission), and Kim Starkey (Department of Information Services).

The Conference Committee is planning an ICSEW conference for May 17-19, 2004 at the Quinault Beach Resort. In light of the current budget problems within the state, the committee is projecting for a smaller number of registrants than past conferences and intends to keep registration fees at a minimum. The theme that the committee has adopted is "The Culture Within Us". By looking at the culture within our world, and ourselves, we broaden our understanding and become more successful in our personal and work environments. We become better stewards of the responsibility the public has entrusted in us and promote better working conditions for all state employees.

## ***Education***

Committee Chair: Vicki Meyer (Office of the Insurance Commissioner)

Committee Members: Wendy Sue Wheeler (Department of Agriculture), Sherri Clarke (Parks Commission), Dianna Gifford (Department of Natural Resources), Mary Gsell, (Higher Education Coordinating Board), and Ann McCay (Department of Services for the Blind).

The Education Committee continues to work tirelessly to bring quality education and training opportunities to state employed women. In 2003-2004, the committee will continue to offer classes in self-defense and women in transition. The committee is looking to expand curriculum to offer classes in self-assessment and assertiveness.

## ***Health and Wellness***

Committee Chair: Debbie Kettelhut (Department of Veteran's Affairs)

Committee Members: Gini Vander Sluis (Department of Agriculture), Jan Ward (Health Care Authority), Marilyn Hanna (Department of Health), and Cheryl Foster (Liquor Control Board).

The Health and Wellness Committee continues to work toward increasing the overall wellness of state employees through information sharing and activities. They will survey state employees to determine topics of interest. Information on these topics will be provided through articles in the InterAct, through the Health and Wellness ICSEW website, sharing of health related information to ICSEW members through the ICSEW distribution, as well as planning health and wellness related activities and information sharing at general membership meeting. Additionally, the Health and Wellness Committee will participate in the Department of Labor and Industries Lifting Mind, Body, and Spirit fair in March of 2004.

## ***History***

Committee Chair: Kimberly Starkey (Department of Information Services)

Committee Members: Cheryl Foster (Liquor Control Board)

The History Committee works toward keeping an accurate historical account of ICSEW's contribution to state government. The committee has identified a need to sort through existing ICSEW documentation that exists in many different locations and resides with many different people to develop an inventory and archive of all materials available. This inventory will be used to identify gaps in information and as a result the Committee Chair put out a call to past ICSEW members asking for copies to replace missing documents. The committee will additionally look up storage options to include the feasibility of scanning materials for electronic storage and use of the State Records Center. Further, the History Committee will provide historical retrospectives of the ICSEW through InterAct articles and presentations to the general membership.

## ***Membership***

Committee Chair: Mary Briggs (Department of General Administration)

Committee Members: Kathy Forbes (Department of Printing), Shirley Mott (Washington State Patrol), Gail Grate (Washington State Gambling Commission), Cindy Craig (Department of Personnel), and Gina Maynard (Washington State Lottery)

The Membership Committee has many responsibilities including coordinating and maintaining accurate information regarding the membership of all ICSEW committee members and organizing general membership meetings. The committee has also identified a need to increase networking opportunities for membership and will develop a Network Guide, an expanded membership roster than contains additional member information to promote networking. In addition, the committee will provide teambuilding activities at general membership meeting.

## ***Promotional and Career Opportunities Committee (PCOC)***

Committee Chair: Julia Ojard (Washington Utilities and Transportation Commission)

Committee Members: Heather Balcomb (Interagency Committee for Outdoor Recreation), Julie Emmal (Office of Administrative Hearing), DelRae Oderman (State Board for Community and Technical Colleges), Jessica Quintero (Department of Ecology), Lavenia Marles (Department of Corrections), and Joanne McDaniel (Department of Labor and Industries).

The PCOC has identified goals including; to provide ICSEW Members information on how civil service reform will affect pay equity within state government, provide networking opportunities within membership, and disseminate information to state workers on career opportunities within state government. To work toward these goals the committee will attend HR Reform workshops and stay up to date on HR Reform status through Department of Personnel's HR Reform website and other published materials and publish findings in InterAct articles. Additionally, the committee will continue to provide information to state employed women on; How to Write Resumes, Obtaining Financial Aid, Interviewing Skills and Transferable Skills by developing brochures for placement on the ICSEW website as well as making available hardcopies at ICSEW functions.

# Appendix 1 – Membership Roster

## Interagency Committee of State Employed Women Agency Representatives

Administrative Hearings, Office of – Julie Emmal	360-737-2187
Administrative Office of the Courts, – Vacant	
Agriculture, Department of – Wendy Sue Wheeler	360-902-1972
Agriculture, Department of - Gini Vander Sluis (Alternate)	509-225-2605
Attorney General, Office of the – Janice Flaherty	360-459-6600
Auditor, Office of the State – Wendy Voss	360-586-3097
Auditor, Office of the State - AnnyKay Melendez (Alternate)	360-586-2273
Blind, Department of Services for the – Ann McCay	206-721-6492
Central Washington University - Staci Sleigh-Layman	509-963-2205
Community & Technical Colleges, State Board for – DelRae Oderman	360-704-4309
Community Trade & Economic Development - Rhonda Freebury	360-725-2999
Corrections, Department of - Lavenia Marles	360-664-9525
Corrections, Department of - Elizabeth Shay	360-413-5440
Eastern Washington University – Darla Bauknecht	360-756-0170
Ecology, Department of - Sheryl Gaskell	360-407-6116
Ecology, Department of - Jessica Quintero (Alternate)	360-407-6432
Employment Security - Micheal Eastin	360-407-5087
Employment Security – Sandra Capellas (Alternate)	360-438-4613
Evergreen State College - Jill Anderson Rosenblum	360-867-6102
Financial Institutions – Ann Campbell	360-902-8757
Financial Management, Office of - Vicki Rummig	360-725-5268
Gambling Commission, Washington State - Gail Grate	360-486-3453
Gambling Commission, Washington State - Robin Brown (Alternate)	360-486-3465
General Administration, Department of - Mary Briggs	360-902-7377
General Administration, Department of - Jenene Huston (Alternate)	360-725-0034
Governor, Office of - Vacant	
Health Care Authority – Jan Olmstead	360-923-2803
Health Care Authority - Pam Hildebrand (Alternate)	360-923-2774
Health, Department of - Marilyn Hanna	360-236-3505
Health, Department of - Lonnie Peterson (Alternate)	360-236-3547
Higher Education Coordinating Board - Mary Gsell	360-753-7829
Higher Education Coordinating Board –LeeAnne Velez (Alternate)	360-753-7808
Higher Education Coordinating Board - Jacquelyne Molique (Alternate)	360-753-7875
Human Rights Commission - Becky Moore	360-753-6770
Human Rights Commission – Debbie Ralph (Alternate)	360-586-2433
Information Services, Department of – Kim Starkey	360-586-8992
Information Services, Department of – Julia Lynden (Alternate)	360-725-5212
Insurance Appeals, Board of - Vacant	
Insurance Commissioner, Office of - Vicki Meyer	360-725-7263
Interagency Committee for Outdoor Recreation - Heather Balcomb	360-902-3026
Labor & Industries, Dept of - Pat Delaney	360-902-6793
Labor & Industries, Dept of – Joanne McDaniel (Alternate)	360-902-6817
Licensing, Department of – Kristin Partain	360-902-3847
Liquor Control Board - Cheryl Foster	360-664-1614
Lottery Commission – Gina Maynard	360-664-4786
Natural Resources, Department of - Dianna Gifford	360-740-6817
Outdoor Recreation, Interagency Committee for – Heather Balcomb	360-902-3000



Parks & Recreation Commission - Sherri Clarke	360-902-8569
Personnel, Department of – Cindy Craig	360-664-6811
Personnel, Department of - Kim Britton (Alternate)	360-664-6264
Pierce College - Vacant	
Printing, Department of - Kathy Forbes	360-570-5071
Retirement Systems, Department of - Jeralyn Faulhaber	360-664-7169
Secretary of State – Terri Parker	360-586-1170
Secretary of State - Constance Merchain (Alternate)	360-704-5213
Social & Health Services, Department of – Misty Ross	509-736-2849
Social & Health Services, Department of – Lori Nesmith	360-740-3434
State Patrol, Washington - Shirley Mott	360-753-0443
State School for the Blind - Janet Person	360-696-6321
Superintendent of Public Instruction - Kristin Collins	360-725-6270
Transportation, Department of – Joyce Norris	360-705-7400
Transportation, Department of – Mia Waters (Alternate)	206-440-4541
Utilities & Transportation Commission - Julia Ojard	360-664-1301
Veterans Affairs, Department of – Debbie Kettelhut	360-725-2211
Washington State University - Texas Robinson	509-335-8888
Washington State University - Deborah Love (Alternate)	509-335-8288
Western Washington University - Vacant	

## Appendix 2 – 2003-2004 Budget

### ***ICSEW PROJECTED CASH FLOW***

*For the period of July 1, 2003 through June 30, 2004*

<b>ICSEW Fund Balance as of July 1, 2003</b>		<b>\$51,693.28</b>
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<b>Revenues</b>		
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Conference 2004 (300 registrants at \$199)		\$59,700.00
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Conference Costs (Breakeven point at 300 registrants)		<u>\$(59,700.00)</u>
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<b>Total Conference Revenue*</b>		<b>\$0.00</b>
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Education		\$ 5,860.00
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Education Costs		<u>\$ (2,460.00)</u>
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<b>Total Education Revenue</b>		<b>\$3,400.00</b>
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<b>Total Revenues</b> for the Period of July 1, 2003 - June 30, 2004		<b>\$3,400.00</b>
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<b>Expenditures</b>		
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**Administration: EZ0001**

Robert's Rule of Order (Vicki Rummig)	\$ 15.00
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<b>Total Budget</b>	<b>\$ 15.00</b>
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**Communications: EZ0003**

Inter Act Newsletter	\$3,060.00
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ICSEW Web Maintenance ( <b>DIS Hosting</b> )	\$ 720.00
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Software & Training	\$ 870.00
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Writing Skills Training	<u>\$ 330.00</u>
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<b>Total Budget</b>	<b>\$4,980.00</b>
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**Conference: EZ0004**

<b>Total Budget</b>	<b>\$ -</b>
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**Education: EZ0005**

<b>Total Budget</b>	<b>\$ -</b>
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**Health & Wellness: EZ0006**

<b>Total Budget</b>	<b>\$ -</b>
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**Membership: EZ0007**

Transition Meeting	\$1,750.00
Networking Guide	\$ 500.00
General Membership Meetings	\$ 250.00
<b>Total Budget</b>	<b>\$2,500.00</b>

**PCOC: EZ0008**

Brochures for Conference 2004	\$1,318.15
<b>Total Budget</b>	<b>\$1,318.15</b>

**History**

<b>Total Budget</b>	<b>\$ -</b>
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<b>Total Expenditures</b> for the Period of July 1, 2003 - June 30, 2004	<b>\$8,813.15</b>
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<b>Total Projected Profit/(Loss)</b>		<b><u>\$ (5,413.15)</u></b>
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<b>Projected Cash Balance June 30, 2004</b>		<b>\$ 46,280.13</b>
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*\* Conference registrations above 300 will result in a profit; conference registrants fewer than 300 will result in a loss.*

## **Appendix 3 – Bylaws (Adopted September 9, 2003)**



### **BYLAWS**

#### **Article I - Name**

The name of the organization shall be the Washington State Interagency Committee of State Employed Women (referred to hereafter as ICSEW).

#### **Article II - Purpose**

The major focus of the Committee shall be to enhance working conditions and employment opportunities for women in state government. This will be accomplished by:

- Advising the Governor and state management of policies, procedures, regulations, and legislation requisite to improving employment conditions and career opportunities for women, especially in the areas of education, training and career development; and
- Communicating with and for women as state employees; and
- Identifying and addressing legal, health, social, economic, diversity, and political issues.

#### **Article III - Membership**

The Governor shall appoint one agency representative for a two-year period from each state agency and four-year institution of higher education employing not less than 25 women, and the appropriate number of representatives to be designated by the State Board for Community College Education on behalf of the Community College System. Agency Directors are responsible for providing the Governor with candidates for the agency representative. Agencies of institutions employing more than 2,000 women shall have one representative for every 2,000 women employed. Terms are staggered to ensure continuity.

A position is vacated when an agency representative notifies the Governor's office of a resignation or when the Executive Board recommends removal of a representative to the Governor's office. The ICSEW Membership Chair will notify the Governor's office of any resignations. The Governor shall appoint a replacement to fill the un-expired portion of a two-year term for a vacated position.

Each representative appointed to the ICSEW shall attend the six meetings annually. If unable to do so, the representative shall provide prior notice to the Membership Chair and may send an alternate.

Agency directors may identify one agency alternate per representative to act in the absence of the representative. Alternates may participate fully in ICSEW activities with the exception of voting. Only Governor appointed agency representatives are eligible to vote. The alternate may vote in the absence of the representative provided a signed proxy is presented to the Chair either before or at the bi-monthly meeting.

## **Article IV - Attendance**

Regular attendance at the ICSEW general meetings is essential so that decisions made represent the opinions of the committee as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives. An ICSEW committee member may forfeit their appointment as a result of poor attendance.

Appointed representatives to ICSEW are expected to attend six scheduled general membership meetings per year. Representatives with two consecutive excused absences in a calendar year, will be contacted by the Membership Chair asking the member to recommit to ICSEW or relinquish their position to allow another individual to be appointed.

Two unexcused absences will result in a letter being sent to the representative's director asking that another individual be appointed to represent the agency.

## **Article V- Executive Board**

The Governor shall appoint the Chair and Staff Liaison.

The Chair shall appoint: a Vice Chair, a Secretary, a Treasurer, and select the Standing Committee Chairs. The Chair shall appoint Ad Hoc Committee Chairs as necessary. The Chair, Vice Chair, Secretary, Treasurer, and the Standing and Ad Hoc Committee Chairs will serve as the Executive Board to the ICSEW. Any agency representative or alternate is eligible to serve on the Executive Board. Alternates may sit on the Executive Board provided there is a 2/3 majority of appointed members on the board.

The Chair shall: conduct all meetings of the ICSEW; communicate adopted recommendations to the Governor; make additional appointments to the ICSEW Executive Board as necessary; serve as the designated spokesperson in any forum; submit an annual report to the Governor; and perform other duties as needed to further the purpose of the ICSEW.

The Vice Chair shall: coordinate Standing and Ad Hoc Committee activities with the chairs; arrange for, and introduce, speakers for the programs presented at ICSEW bi-monthly meetings; preside at meetings in the absence of the Chair; and perform other duties as needed to further the purpose of the ICSEW.

The Treasurer shall produce the committee budget, track committee expenditures and revenues, and provide information on the financial status of the committee at general meetings or as requested.

The Secretary shall: keep accurate minutes of all ICSEW meetings and prepare correspondence as requested by the Chair or Vice Chair; and ensure all documentation created by and for the ICSEW is made publicly available

The Standing and Ad Hoc Committee Chairs(s) shall: call Standing and Ad Hoc Committee meetings as needed; represent the Standing and Ad Hoc Committee as a member of the Executive Board; submit Standing and Ad Hoc Committee recommendations to the ICSEW membership for action; prepare and submit an annual report to the membership on behalf of the Standing and Ad Hoc Committees.

## **VI – Committees**

ICSEW has five Standing Committees: Communications, Education, Conference, History and Membership.

The Communications Committee shall ensure the continued availability and communication of information regarding the ICSEW and issues through media, including but not limited to, the InterAct and ICSEW website.

The Education Committee shall research and identify education needs and provide education through means including, but not limited to, workshops, InterAct articles, and the ICSEW website.

The Conference Committee shall plan and coordinate the ICSEW conference including, but not limited to, identifying location, theme, dates, budget, and speakers. The Conference Committee shall work with the ICSEW Chair, Treasurer, Communications Chair, and Education Chair to ensure continuity in ICSEW activities and planning.

The History Committee shall keep an archive of ICSEW related materials and documents and provide occasional historical retrospectives as appropriate through means such as, but not limited to, ICSEW meetings and events, InterAct articles, and the ICSEW website.

The Membership Committee shall monitor membership, attendance, and agency representation as well as plan general membership meetings. In addition, the Membership Committee shall work toward strengthening the membership through appropriate activities including, but not limited to, providing networking opportunities and the membership roster.

Ad Hoc Committees are reflective of the issues voted and agreed upon by the membership or are appointed or abolished by the Chair under special circumstances. Ad Hoc Committees shall be reviewed annually in September each year to ensure the issues continue to be of importance to state employed women.

## **Article VII - Funding**

The ICSEW shall have the authority to receive gifts, grants, and endowments from public or private sources to be used for the benefit of the Committee and expend any income therefrom according to the terms of such gifts, grants, or endowments. The Treasurer shall oversee and administer ICSEW funds.

## **Article VIII - Meetings**

The ICSEW will meet bi-monthly. The specific month, day, and time will be determined annually by the Chair. An emergency meeting may be called at the discretion of the Chair or at the request of six members; the purpose of the meeting will be stated in writing, and distributed either electronically or by paper.

## **Article IX- Amendments**

The bylaws may be amended by a two-thirds vote of the membership provided the amendment is proposed by a member, submitted in writing, and distributed either electronically or by paper, to the membership at least fourteen calendar days prior to a regularly scheduled meeting.

## **Article X- Quorum**

Fifty-one percent of the membership shall constitute a quorum for action. Fourteen calendar days notice prior to a regularly scheduled meeting will be provided to the membership, and distributed either electronically or by paper, if voting action will take place. Each representative shall have one vote. A representative who is unable to attend a bi-monthly meeting may send an alternate to the meeting. The alternate may vote in place of the representative provided a signed proxy is presented to the Chair either before or at the bi-monthly meeting.

## **Article XI - Parliamentary Procedures**

Robert's Rules of Order (Newly Revised) shall be the parliamentary authority for ICSEW.

## **XII – Definitions**

Ad Hoc Committees – Committees that are established for the special purpose of studying, involving, or informing state employees regarding specific issues as identified by membership or the Governor.

Agency Representative (Representative) - A member appointed by the Governor for a set term to represent one agency. Agency representatives have full membership rights including the right to vote on items raised for vote to the ICSEW membership.

Alternate – A member identified by the Agency Director as an alternate to the agency representative. Alternates have membership rights to serve on committees and participate in ICSEW activities. Alternates do not have voting privileges unless bestowed by the agency representative by a signed proxy.

Executive Board (Board) – The collective body of board members including the ICSEW Chair, Vice-Chair, Secretary, Treasurer, Standing Committee Chairs, and Ad Hoc Committee Chairs.

Member – Any agency representative or alternate.

Standing Committee - Committees that support the ongoing operation of the ICSEW.

Unexcused Absence – Any agency representative who does not attend a regularly scheduled membership meeting and fails to notify the Membership Chair with good cause will be considered unexcused from that meeting.

Amended: May 1997; September 1997; June 2000; September 2003